

TOP **TEN** LIST OF COMMON ERRORS MADE BY E-FILERS



#1 - Please use the proper signature format when signing your pleadings. Make sure to include the /s/ with the attorney's name and the e-mail address!

/s/Judith Attorney

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#2 - Make sure to pick all parties when filing a document on behalf of more than one party.

Hold the "Ctrl" key down on your keyboard and click on each of the parties filing the document. Each party should be highlighted in blue. Please note all the parties you are filing on behalf of may not be listed all together in the drop down box so please scroll through the complete listing of parties. This will enable you to select all of the parties for whom you are filing the pleading.

#3 - A Certificate of Service IS STILL required when a document is e-filed.

The Certificate of service is still required, but now each certificate should state how each party was served – traditionally or electronically, via the system. Your certificate of service should be the last page of the documents or included on the last page of the document you are filing. It does not need to be a separate electronic filing.

#4 - Make sure you choose the correct event to name your filing.

On the courts website, there are two documents available to assist you with selecting the correct civil or criminal event to file. These documents *Attorney ECF Civil Event List* and *Attorney ECF Criminal Event List* will show you under which category the document you want to file is located. If you are still unsure about how to file your document, call the help desk at **1-800-659-2212**.

#5 - You need to find out who is receiving electronic notices so you can prepare your Certificate of Service accordingly & don't know how.

To see if an attorney is registered for ECF, login to ECF & go to **Utilities**; then select Miscellaneous - **Mailings**, then **Mailing Info for a Case**, Enter Case Number, Submit

#6 - DO NOT attempt to re-file your document if you make a mistake e-filing.

Contact the Help Desk at **1-800-659-2212** and a deputy clerk will walk you through how to fix the mistake.

#7 - E-mail all proposed orders in a format compatible with WordPerfect (which is a "Save As" option in most word processing software) to the presiding judge in the case after filing your document electronically.

Refer to section L (2) (a-d) in the Administrative Policies and Procedures Manual to obtain the judges CM/ECF e-mail addresses as well additional information regarding proposed orders.

#8 - Make sure to associate the attorney with the party.

When **entering an appearance** on behalf of a party, a screen will appear that allows an attorney to associate with the particular party or parties. The attorney entering an appearance should select all parties being represented. Towards the right of this screen, the box for "Lead" will appear unchecked and the box for "Notice" will appear checked. If the attorney will be **the** lead attorney, then he/she should check the "Lead" box. **In order to receive electronic notices, the "Notice" box should remain checked.** While other attorneys in the law firm may appear for purposes of a "Notice," only one attorney should be designated as "Lead".

#9 - Make sure to name any attachments to documents.

Descriptions of attachments should be specific, accurate and simply stated. For example, "**Exhibit 1, Affidavit of Jane Smith.**"

#10 - You are listed as an attorney of record but are not getting e-mail notifications for any of your cases. Why?

A reason for this issue relates to "spam filtering." Check to see if "spam" filtering is turned on in the e-mail program. When e-mail notifications are sent out, the attorney's e-mail address is in the bcc field and is therefore mistaken for "spam" by some junk-mail filters. If the user has a Hotmail account, Hotmail will *automatically delete suspected spam unless a setting is changed*. You will need to add "ncmd.uscourts.gov" as an accepted domain in your "spam" filtering software. Also, the sending address for our Notices of Electronic Filing is ecf@ncmd.uscourts.gov.